

## MEMODANDUM

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**To:** Mayor, City Council  
**Prepared By:** Stephen P. Compton, City Administrator  
**Date of Meeting:** Jan. 23, 2017  
**Subject:** **2017 Administrator Work Plan**

### **On Going Responsibilities**

Citywide duties, responsibilities, and authority – enforce all laws and ordinances of the city; all franchises, permits and privileges granted by the City.

Operating Departments Oversight – provide direction to team members on citywide priorities, City Council goals, and effective management of city services.

Council Meeting and Agenda Report Preparation – direct and review agenda reports and assist the Mayor and City Staff with preparation of the agenda staff reports and facilitation of the City Council meetings.

Continuous Improvement – initiate and implement opportunities for improving city department processes and city services.

Budget Management – Plan and direct the preparation of the operating and capital improvement budgets. This includes keeping the City Council fully advised as to the financial conditions and needs of the City and to furnish financial reports to the City Council.

Problem Solving/Issue Resolution – use sound judgment and best management principles and practices in resolving citywide problems.

Direct Connect – Keep the workforce involved and informed of citywide issues, initiatives, and City Council goals.

### **Current Objectives and Specific Projects**

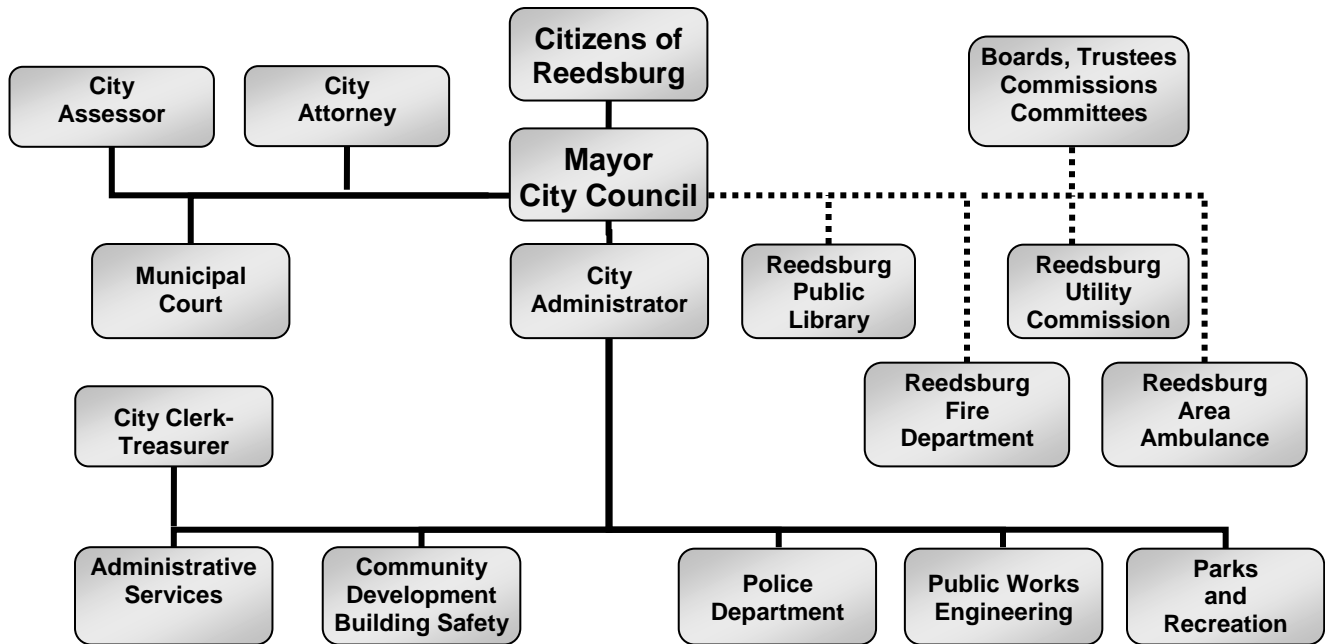
1. Establish Mayor and City Council listening sessions dates (Meet in C.A. Office or Off Site).
2. Blue Ribbon Committee: to develop Policy for Art in Public Places.
3. Personnel Committee: review of staffing levels and compensation of City Employees.
4. Work with City Clerk-Treasurer to present to Council draft policies for review of Citywide Fees, Charges, Revenue Enhancements and or adjustments to Impact fees.

5. Work with City Clerk-Treasurer on 2016 Audit issues. Make sure prior year audit concerns are resolved.
6. Work with Director of Public Works to develop - City Council Top Priority CIP projects – Develop Scope and Funding Alternatives
  - Design Work for current public streets in the CIP Plan
  - Begin the 23/33/Viking Drive Corridor Study
  - Discuss Airport impact and Right of Ways changes
  - Space planning for next essential public facility
7. Develop criteria to assist City Council in priority setting for 2017 City Strategic Plan Update.
8. Continue to seek funding for areas identified under Funding gaps in the 2017 Legislative Program.
  - ~ Continue to monitor State and Federal funding for major drainage, roadway construction and leisure property development funds.
  - ~ Seek and maintain local road funds for construction of South Dewey.
  - ~ Seek funding for the extension of South Viking Drive into the Industrial / Commercial Bus. Park.
  - ~ Seek bridge repair funding for facilities in the City as may be available.
  - ~ Seek funding to support the development of Park, Recreation and Forestry areas; The 400 Trail, the Popple Nature Area a city premier nature area and walking trail along the Baraboo River, Half Moon Lagoon and Hay Creek. These areas can be developed into a destination for tourist and community pride.
  - ~ Seek large scale funding of “Flood Protection” measures along the Baraboo River. Several times this water course has reached outside the normal river boundaries and impacted nearby residential, commercial and essential public facilities. These areas should be programmed and under continuous grant applications seeking “Federal Assistance.”
9. Complete 2017 - Future Mayor Program and seek “Youth Voice Engagement” on the development of a Youth Council Program.
10. Present financial options and fiscal plan to Council prior to FY 2018 Budget development to set new assumptions for salary, benefits, positions, operation changes.
11. Budget Development – FY2018 Operating and CIP budget
12. Looking at developing with CDA the “Housing Authority” function defined under Community Development State Law. Work on Industrial and Business recruitment marketing efforts.

#### **Other Duties, Responsibilities, and Authority**

Member, Baraboo River Development – Phase 1 and 2  
Chief Executive Team Member, League of Wisconsin Municipalities  
League Lobby Team Member – 2017-18 Legislative Year, League of Wisconsin Municipalities  
City Administrator member, League of Wisconsin Municipalities  
Member, International City/County Managers Association

## 2017 City Organizations Chart



## 2013 City Council Strategic Planning

Top Three	<p>Quality of Life: – Public Safety (Police, Fire EMS), facilities, roads, wastewater</p> <p>The high points in city services were police, fire and the responsiveness of caring for the city's infrastructure, including streets and the wastewater treatment plant.</p>
Goal 1 (Votes 8)	<p>Transportation and Infrastructure Improvements:</p> <p>The top priorities seemed to reflect an overall priority to improve the quality of life in the community. <b>The No. 1 choice with eight votes</b> was a plan to establish a route through the city that would keep heavy commercial trucks off the side streets, particularly Dewey Street, on the south side of Main Street.</p>
Goal 2 (Votes 6)	<p>Recreation Opportunities</p> <p>More recreational opportunities and improvements to aging city buildings, each with <b>six votes</b>, tied for second place.</p>
Goal 3 (Votes 5)	<p>Improving Recreational Facilities and increasing shopping opportunities.</p> <p>It was a tie for third place as well with <b>five voting</b> in favor of improving recreational facilities and <b>five voting</b> for increasing retail shopping opportunities.</p>
Goal 4 (Votes 4)	<p>Maintain a low, competitive, Tax rate</p> <p>Another priority was maintaining a low, competitive tax rate, an idea that got <b>four votes</b>.</p>
Goal 5 (Votes 3)	<p>Job Market</p> <p>Boosting the job market received <b>three votes</b>.</p>
Goal 6 (Votes 0)	N/A



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## **City Mission, Vision and Goal Statement**

### **Mission Statement**

- Connecting opportunities and providing services for a vibrant community.

### **Vision and Goals Statement**

- Reedsburg is a small, rural community where businesses flourish; people feel welcome and are comfortable raising families and retiring.
- Staying true to our Mission statement - connecting opportunities and providing exceptional services for a vibrant community - we offer:
  - A balanced array of quality resources for families surrounded by rich natural resources at the edge of Wisconsin's Driftless region.
  - An historic and walkable downtown campus along the Baraboo River with a budding arts sphere.
  - Thriving and diverse industry, with a well-equipped industrial park and a contiguous business center containing light, research, and high tech industries.
- Citywide Internet access to every home and business in the community at Gigabit speeds; the fastest available in Wisconsin!